

DOCUMENTS CROSS-REFERENCED

ATTACHED:

DA 84-30631/1-3  
~~ECR~~ 84-9188/1-2

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
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12	Compt				
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15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
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22					
SUSPENSE		19 Feb 85 Date			

Remarks TO # 6: For designation of FELT Coordinator, if applicable at this time. (Pls see ref in which OTE, in Dec 84, felt that the Agency should pass on the program)

Per telcon on 11 March 85:

██████████ contacted the individual-DCI does not wish **3637** (10-81) to participate - said his efforts may be misunderstood.

Executive Secretary

11 Feb 85

Date

STAT

STAT



UNITED STATES DEPARTMENT OF EDUCATION  
THE SECRETARY

85- 632

FEB 5 1985

The Honorable William J. Casey  
Director of Central Intelligence  
Washington, DC 20505

Dear Bill:

As you know, President Reagan has created the Adult Literacy Initiative and directed the Department of Education to coordinate federal volunteer activities for literacy through the Federal Employee Literacy Training (FELT) Program. Each Federal agency is being asked to conduct an intensive recruitment drive to encourage federal workers to volunteer as either tutors or in various support capacities.

To assist you in this regard, a film on FELT and printed materials on adult literacy are being prepared and will be available in late February. During the month of April, we would like to have this film shown to every employee in your agency. It may be convenient for you to use an existing volunteer structure within your agency to inform your employees about FELT. Where no system presently exists, we suggest that a coordinator for every office be appointed along with additional keyworkers in each unit responsible for showing the film to small groups of his or her coworkers. We would like every employee to have an opportunity to volunteer.

If you have not already done so, please designate a senior staff member to be the overall FELT coordinator for your agency. This individual should call Art Kelly at the Department of Education (732-1968), who will assist them in getting started and explain how your regional and field staffs can get involved.

Thank you for your leadership and support toward the success of the President's Adult Literacy Initiative.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gary L. Jones".

Gary L. Jones  
Acting Secretary



T-100



**EXECUTIVE SECRETARIAT****ROUTING SLIP**

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17	AO/DCI				
18	C/IPD/OIS				
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21	<i>to R</i>				
22					
		SUSPENSE	5 Dec 84		

## Remarks

To 6: For direct response, please, and provide name of representative to ES.

Executive Secretary

27 Nov 84

Date

3637 (10-81)

12/4  
OK  
JFK

10/11 Registry  
84-3063/3

3 December 1984

MEMORANDUM FOR: Executive Officer, DDA

FROM:   
Executive Officer, OTE

SUBJECT: Agency Participation in FELT Program

Ed:

Last week when the initial letter announcing this Program came in, it bounced from OP to OTE for action. When we discussed it on 27 November, we agreed that this was one of those programs that the Agency should pass on. Am returning this latest form letter without action. Thanks.



DCI  
EXEC  
REG

**ROUTING AND TRANSMITTAL SLIP**

Date

11/28/84

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	D/TRAINING AND EDUCATION		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

1 - FOR ACTION

(PLS PREPARE DIRECT RESPONSE WITH DROP  
CY TO ES AND EO/DDA.)

SUSPENSE: 5 DECEMBER 84

cc: D/PERSONNEL

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

F	EO/DDA 7D18 HQS	Room No.—Bldg.
		Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206



UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON, D.C. 20202

NOV 21 1984

OFFICE OF THE SECRETARY

Executive Registry

84 - 9188/2

DD/A Registry

84-3063/2

MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM : Diane Welch Vines *DV*  
Director  
Adult Literacy Initiative

SUBJECT: Launching of the FELT Program and Meeting of the FICE Adult  
Literacy Subcommittee

Recently you received a memorandum from President Reagan and a follow-up memorandum from Secretary T. H. Bell about the Federal Employee Literacy Training (FELT) Program. We are now ready to begin coordination of efforts government-wide.

A launching ceremony has been scheduled for December 10, 1984. Enclosed is an invitation for you and the representative of your agency who has been assigned the responsibility for coordinating FELT. A meeting of the Adult Literacy subcommittee of the Federal Interagency Committee on Education (FICE) will follow the ceremony. Important information about the FELT program will be discussed during the subcommittee meeting.

Please send us the name and address of your representative.

We hope that you will be able to join us on December 10 in celebrating the start of this very important interagency effort.



THE U.S. DEPARTMENT OF EDUCATION  
CORDIALLY INVITES YOU TO ATTEND A CEREMONY  
TO LAUNCH  
THE FEDERAL EMPLOYEE LITERACY TRAINING PROGRAM

F E L T

WITH

THE SECRETARY OF EDUCATION

T. H. BELL

AND

GUEST SPEAKERS

MRS. BARBARA BUSH

AND

MR. HAROLD W. MCGRAW, JR.

DECEMBER 10, 1984

9:30 - 10:00 A.M.

BARNARD AUDITORIUM, Room 1134, FOB-6  
400 MARYLAND AVENUE, S.W.  
WASHINGTON, D.C.

THE CEREMONY WILL BE FOLLOWED BY SIMULTANEOUS MEETINGS OF FICE  
AND THE ADULT LITERACY SUBCOMMITTEE OF FICE  
FROM 10:00 A.M. TO 12:00 NOON

RSVP BY NOVEMBER 30  
(202) 472-9020

**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

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17	AO/DCI				
18	C/IPD/OIS				
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22					
SUSPENSE		26 Nov 84 Date			

Remarks

FOR APPROPRAITE ACTION

NO Response

3637 (10-81) *Per Brenda*

Executive Secretary

19 Nov 84

Date



UNITED STATES DEPARTMENT OF EDUCATION  
THE SECRETARY

Executive Registry

84-9188/1

NOV 24 1984

MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: The Federal Employee Literacy Training (FELT) Program

Recently you received a memorandum from President Reagan about the Federal Employee Literacy Training (FELT) Program, in which he requested your cooperation in recruiting literacy volunteers and in providing Federal space to literacy programs for training. FELT is one element of the Department of Education's Adult Literacy Initiative, announced by the President a year ago. The success of FELT requires close cooperation and coordination among all our Departments and agencies.

FELT was established under the auspices of the Federal Interagency Committee on Education (FICE). As chairman of FICE, I have formed a Subcommittee on Adult Literacy which has oversight responsibility for FELT. Even if your agency is not a member of FICE, I urge you to appoint a headquarters representative to participate in meetings of the subcommittee. Please notify Diane Welch Vines, Director of the Adult Literacy Initiative, of the name and address of your representative as soon as possible. (U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202, (202/472-9020).

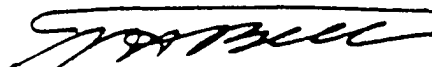
The ED Regional Representatives (SRRs) have the responsibility for organizing the FELT program regionally. They have established regional interagency committees to plan and develop procedures for coordination among agencies and to facilitate matching Federal employee volunteers and available space with requests from local literacy training programs. I request that you ask your regional administrators or other appropriate field officers to designate persons to work with the SRRs, if they have not already done so, to develop recruitment plans for your regional or field offices. We feel this system will enhance communications and ensure field success of FELT.

FICE will formally announce FELT in a launching ceremony following its next business meeting scheduled for December 10, 1984. Your designated headquarters representative will be invited to participate in this ceremony. More detailed information on FELT will be distributed at that time.

As with the Administration's Partnerships in Education Program, volunteer service is an integral part of FELT. These efforts should in no way be viewed as competing for Federal volunteers, but are complementary and can be run in conjunction with one another.

The President, in promoting FELT, is relying on your leadership and cooperation in encouraging Federal employees to volunteer. To highlight this volunteer effort, you may wish to consider holding your own departmental "kick-off" activity and developing and expanding employee incentives and recognition for exemplary volunteer service.

If you have any questions or concerns, please contact Ms. Vines. We look forward to having the support of your agency in this important joint venture.



T. H. Bell

Enclosures

cc: The Secretary's Regional Representatives  
State Directors of Adult Education  
The National Advisory Council on Adult Education

Enclosure

SECRETARY'S REGIONAL REPRESENTATIVES

5/30/84

<b>REGION I</b> Connecticut, Maine, Vermont, Massachusetts, Rhode Island, New Hampshire	<b>MR. BAYARD D. WARING</b> U.S. Department of Education John W. McCormack P.O. & Courthouse Room 526, Post Office Square Boston, MA 02109	<b>FTS:</b> 8-223-7500 & 5762 <b>COM:</b> (617) 223-7500
<b>REGION II</b> New York, New Jersey, Puerto Rico, Virgin Islands	<b>MRS. BARBARA BRANTON (Acting)</b> U.S. Department of Education 26 Federal Plaza, Room 3954 New York, NY 10278	<b>FTS:</b> 8-264-7005 <b>COM:</b> (212) 264-7005
<b>REGION III</b> Delaware, District of Columbia, Maryland, Virginia, West Virginia, Pennsylvania	<b>MR. EUGENE (Sonny) KANE</b> U.S. Department of Education 353 Market Street, Room 16350 Philadelphia, PA 19104	<b>FTS:</b> 8-596-1001 <b>COM:</b> (212) 596-1001
<b>REGION IV</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee	<b>MR. TED B. FREEMAN</b> U.S. Department of Education 101 Marietta Tower Building Suite 2221 Atlanta, GA 30323	<b>FTS:</b> 8-242-2063 <b>COM:</b> (404) 221-2063
<b>REGION V</b> Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	<b>MR. DAVID BOWELL</b> U.S. Department of Education 300 South Wacker Drive 16th Floor Chicago, IL 60606	<b>FTS:</b> 8-353-5215 <b>COM:</b> (312) 353-5215
<b>REGION VI</b> Arkansas, Louisiana, New Mexico, Oklahoma, Texas	<b>MR. DR. ROBERTO BARRERA</b> U.S. Department of Education 1200 Main Tower Building Room 1460 Dallas, TX 75202	<b>FTS:</b> 8-729-3626 <b>COM:</b> (214) 767-3626
<b>REGION VII</b> Iowa, Kansas, Missouri, Nebraska	<b>MR. JAMES TUMY (Acting)</b> U.S. Department of Education 324 East 11th Street 9th Floor Kansas City, MO 64106	<b>FTS:</b> 8-758-2276 <b>COM:</b> (816) 374-2276
<b>REGION VIII</b> Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming	<b>MR. TOM TANCREDO</b> U.S. Department of Education Federal Office Building 1961 Stout Street, Room 380 Denver, CO 80294	<b>FTS:</b> 8-564-3544 <b>COM:</b> (303) 844-3544
<b>REGION IX</b> Arizona, California, Hawaii, Nevada, American Samoa, Guam, Trust Territory of the Pacific Islands	<b>DR. EUGENE GONZALES</b> U.S. Department of Education 50 United Nations Plaza, Room 205 San Francisco, CA 94102	<b>FTS:</b> 8-556-4920 <b>COM:</b> (415) 556-4920
<b>REGION X</b> Alaska, Idaho, Oregon, Washington	<b>MR. GEORGE HOOD</b> U.S. Department of Education 3rd & Broad Building 2901 3rd Avenue, M/S 108 Seattle, WA 98121	<b>FTS:</b> 8-399-0460 <b>COM:</b> (206) 399-0460

FICE Member Agencies/Departments

Dept. of Housing and Urban Development  
 Dept. of Health and Human Services  
 International Communication Agency  
 National Endowment for the Arts  
 National Endowment for the Humanities  
 Administration for Children, Youth, and  
 Families

Dept. of Agriculture  
 Dept. of Defense  
 Dept. of Labor  
 Dept. of Interior  
 Veterans Administration  
 National Science Foundation

**EXECUTIVE SECRETARIAT**  
ROUTING SLIP

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22					
SUSPENSE		_____ Date _____			

Remarks

Executive Secretary

12 Oct 84

Date

Executive Registry

84 - 9188

## THE WHITE HOUSE

WASHINGTON

October 11, 1984

## MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Federal Employee Literacy Training Program

On September 7, 1983, I announced the Adult Literacy Initiative. This important Initiative is intended to address the growing problem of functional illiteracy in the United States. One element of this overall Initiative is the Federal Employee Literacy Training (FELT) Program under the auspices of the Department of Education's Federal Interagency Committee on Education (FICE). The program is designed to recruit Federal employee literacy volunteers and to make space available for literacy programs as needed. FICE's official call for Federal volunteers will be made in late October.

I am requesting that each Executive Department and agency, including regional and field offices, cooperate with existing adult literacy programs by assisting them, at their request, to locate Federal and other space for tutoring, and by encouraging Federal employees to volunteer to serve in these programs. Volunteer services may range from tutoring to support activities such as babysitting, providing transportation, or clerical support. Participation by individual employees in this program is entirely voluntary, and I urge you to use appropriate volunteer recognition programs in your agencies to reward outstanding volunteerism on behalf of literacy.

FELT provides an excellent opportunity for Federal employees to join their fellow Americans in the support of volunteerism. At the same time, I believe this effort will contribute to our goal of advancing excellence in education.

*Ronald Reagan*

DCI  
EXEC  
REG